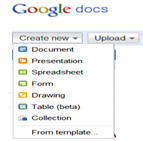
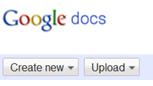
**Google Docs Basics**

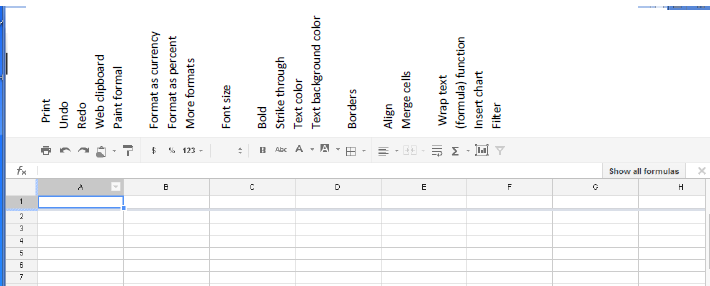
**Creating a spreadsheet**

1. Click the drop down box 2. Choose Spreadsheet



****

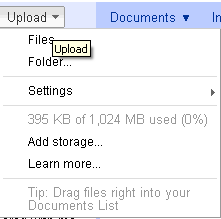
3-Type in the cells

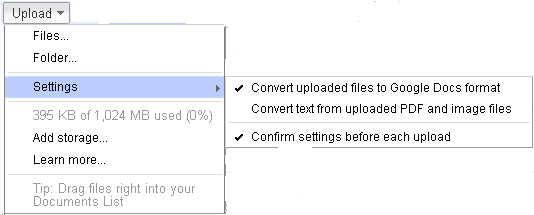


**Uploading a spreadsheet**

1-Click Upload 2. Settings If you want to allow people to edit your

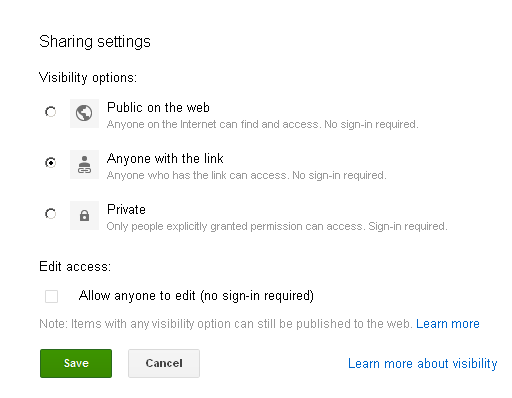
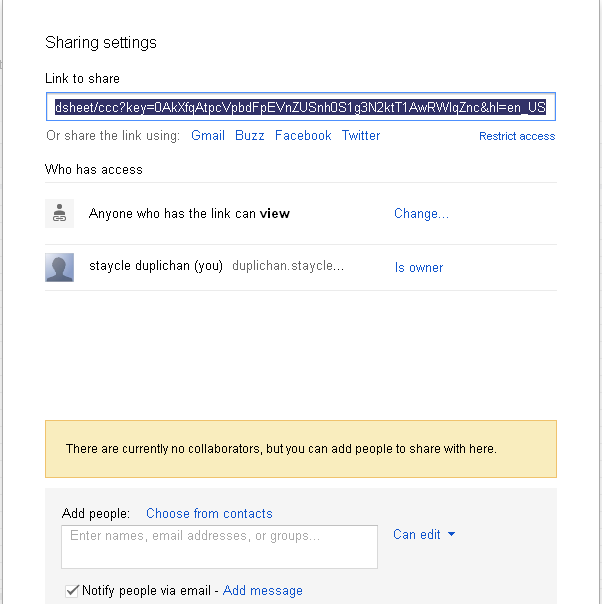
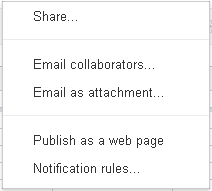
spreadsheet, you must convert the file





**Sharing a spreadsheet**

1-Click Share



The “Link to share” can be copied and converted using Tiny URL ([www.tinyurl.com](http://www.tinyurl.com)).

Notification Rules

